



On-Campus Employment Handbook

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Section 1

Career Development Office Mission and Vision Statement
Office Staff and Contact Information

Section 2

Creating and Posting New Positions
Interviewing Students

Section 3

The Hiring Process

- Determining Eligibility
- Hours and Scheduling
- F-1 and J-1 Visa Students
- Processing New Hires
- ePAFs
- Payroll Information

Section 4

Reappointments and Reclassifications

Section 5

Responsibilities and Expectations

- Supervisor Responsibilities
- Praise and Discipline
- Performance Evaluations

Appendix

- Student Employment Wage and Classification Guidelines
- Student Employment Offer Letter

Welcome to UAHuntsville Career Development!

We partner with UAHuntsville departments and programs to assist in posting positions and identifying qualified candidates to fill available positions.

On-campus jobs are a great way for campus departments to receive assistance from students who can bring fresh thoughts and new ideas to current programs and it is an ideal way for students to receive real-world work experience. These jobs also provide an opportunity for students to gain valuable experience, ideally toward their chosen field, while completing their degrees. The American Council on Education issued a brief on student employment where they noted that on campus employment has a positive effect on students' persistence rates and degree completion. ("Working Their Way Through College: Student Employment and Its Impact on the College Experience," May 2006) Additionally, "Inside Higher Education" published the article "Impact of Student Employment" that highlighted a study based upon data gathered from the National Survey of Student Engagement which found that students who work in on-campus positions reported an increase in their overall grades whereas students who worked off campus reported negative academic effects. Gary Pike, one author of the study said that "creating meaningful work experiences for students on campus is a key element in an overall strategy designed to foster student achievement and success." ("The Impact of Student Employment," June 8, 2009)

Mission

The Career Development Office provides to UAHuntsville students and alumni an array of resources, programs, events, and services in support of professional development and attainment of career goals.

Vision

The Career Development Office supports and empowers UAHuntsville students and alumni as they work on achieving their career goals.

- The Career Development Office will provide resources to students regarding On-Campus positions, Off-Campus positions, Experiential Learning Opportunities and Degree Related positions.
 - On Campus Positions
 - Partner with campus programs and departments to post available positions on Charger Path.
 - Create comprehensive hiring guide for on-campus employers.
 - Create comprehensive student employment handbook.
 - Offer new student employee training.
 - Experiential Learning, Off-Campus, Degree Related Positions
 - Work with employers to identify employment opportunities and to post positions on Charger Path.
 - Develop set of employer guidelines for hiring students.
- The Career Development Office will develop and monitor academic work experiences that enhance the academic, personal, and professional growth of participants.
 - Assessments through employer evaluations and student reports to measure the quality of the students' work experiences.
 - Communicate frequently with employers to receive feedback about their experience working with UAHuntsville.
 - Provide literature to all current and prospective employers outlining the expectations for both student and employer program participation.
- The Career Development Office will enhance student development and success by providing academic support and monitoring academic progress.
 - Collaborate with the academic programming in the Student Success Center to develop a referral network for students participating in our programs.
 - Provide information to employers regarding academic progress.
 - Communicate regularly with students to discuss academic issues.

- The Career Development office strives to assist the diverse population of academically qualified students through programs, clubs, and organizations on the campus of UAHuntsville.
 - Offer special programs and events during the semester, especially during Career Awareness weeks, to inform students about resources and opportunities.
 - Work closely with faculty to keep them informed about all events and programming.
 - Collaborate with campus clubs and organizations to present information to members.
- The Career Development Office will provide resource materials, workshops and information sessions to support the professional pursuits of all UAHuntsville students and alumni.
 - Maintain and make available up-to-date resource materials on resume writing, cover letters, and interviewing techniques.
 - Maintain and make available current resource library of employer information.
 - Bring professionals to campus to present information sessions or programming to benefit students and alumni.
 - Partner with other campus programs to bring special events to campus.
 - Work with Corporate Relations to host Career Fair every Fall and Spring semester.

Career Development Office

Meet the Career Development Office Staff

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Contact Us

Career Development Office

Student Success Center

Madison Hall 111

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The Career Development Office uses an on-line career management system, Charger Path, to link students and employers. Using Charger Path, employers can post a position and view student materials. All forms required for on-campus student employment can be found on the Student Success Center website (www.uah.edu/ssc/career-support/employers) Follow the steps below to recruit a UAHuntsville student.

Creating a New Student Position

- Contact Alicia Callis (x5604) to determine the classification of the position and to receive a position number. For each new student hired a Student Employee Job Description Form must be completed. These forms are available on the Career Development Website.
 - A copy of the Student Employment and Wage Classification Guidelines can be found by going to Information for On-Campus Employers on the SSC website at www.uah.edu/ssc/career-support/employers.
 - If you wish to hire through the Federal Work Study program, please contact Karen Roland (x2759) in Student Financial Services.
- Once your position has been created, log on to Charger Path to post your position. **All on-campus positions are required to be posted on Charger Path.** A Charger Path Quick Guide is included in the Appendix at the end of this handbook. The Quick Guide is also available on the Career Development website.
- Tips and information on interviewing students can be found on Page 5.
- When you have identified a student for hire, follow the procedures in the Processing New Hires portion of Section 3.

Notes:

<p style="text-align: center;">Prepare for the Interview</p> <ul style="list-style-type: none"> ✓ Have all of the information about the position ready to go over with the student. ✓ Develop your interview questions. ✓ Be sure to ask each candidate the same basic set of questions. ✓ Go over the resumes of each applicant prior to the interview. ✓ Make notes or create an interview sheet to write down key information discovered during the interview. An example is given in the Appendix. ✓ Provide students time to ask questions. ✓ Wrap up the interview by letting the student know when you plan to make a hiring decision. ✓ Verify that the student is eligible for student employment. 	<p style="text-align: center;">Sample Interview Questions</p> <ul style="list-style-type: none"> ▶ What is your major? Or, Why did you choose your major? ▶ Where do you see yourself in 5 years? ▶ What qualities do you possess that make you a good candidate for the position? ▶ Tell me about your greatest personal achievement. ▶ What is the difference between a good employee and an exceptional employee? ▶ Give me 3 words that describe you. ▶ Tell me about a time when you've had to deal with a difficult person/situation. ▶ How would a professor describe you? ▶ What interested you about this position?
<p style="text-align: center;">Avoid these Topics in the Interview!!!</p> <p>Age, Height, Weight, Marital Status, Race, Gender, Family Planning Topics, Religion, Arrest and Conviction Record or Military Discharge Status.</p> <p>Some alternative questions: No: Are you a US Citizen? Yes: Are you authorized to work in the US?</p> <p>No: How old are you? Yes: Are you over the age of 18? (or whatever the minimum age requirement may be)</p> <p>No: Do you have any disabilities? Yes: Are you able to perform the functions of this job (be sure to have described the requirements) without reasonable</p>	<p style="text-align: center;">Wrapping it up</p> <p>At the end of the interview, be sure to:</p> <p>Evaluate all of the candidates' information.</p> <p>Notify applicants of their status – be sure to notify those you have hired as well as those you have chosen not to hire.</p> <p>Make a job offer.</p> <p>Complete the Interviewer portion of the job application.</p>

Determining Eligibility

Campus employment is limited to degree-seeking UAH students. In order to be eligible for student employment, candidates must meet the following requirements:

Students must have graduated from high school and be at least 18 years of age to work on campus.

Must be admitted to a degree program, maintain good academic standing, and make progress toward degree completion.

Must be in Academic Good Standing.

Must be a currently enrolled student taking at least six (6) credit hours toward the chosen degree.

***Students who were enrolled in the Spring semester for at least six (6) credit hours and who are enrolled in the Fall semester for at least six (6) credit hours are eligible to work the Summer semester with no minimum enrollment requirements.**

Students in their final semester prior to graduation have no minimum enrollment requirement, but will not be eligible to continue in the program past that semester if they do not graduate.

Graduating students are no longer eligible for student employment past their final (graduating) semester.

Students must provide to the hiring department a copy of their current or upcoming schedule.

Incoming students are not eligible to work on campus until the date that classes begin. They can complete training no more than five (5) days before the date classes start.

University policies on anti-nepotism normally applied to faculty and staff will also apply to student workers. Please refer to the UAHuntsville Staff Handbook Chapter 1 Page 4 for complete details (<http://www.uah.edu/admin/HR/policies.php>).

Hours and Scheduling

Please follow the guidelines below when scheduling students' working hours.

- ❖ We recommend that students work no more than 20 hours per week; however, they can work full time.
- ❖ Students are not eligible for benefits.
- ❖ Students can work a total of three (3) campus positions simultaneously.
- ❖ Students who work multiple jobs on campus must provide a copy of their scheduled work hours to each of their hiring departments.

F-1 Visa Students

- ❖ In order to be eligible for on-campus employment, students must be **maintaining F-1 student status**.
- ❖ Students are generally eligible to work a cumulative of 20 hours per week on-campus during the fall and spring semesters. **It is recommended students meet with an international student advisor prior to beginning any employment to ensure compliance with immigrations regulations.**
- ❖ Graduate Teaching/Research Assistantships are on-campus employment.
- ❖ Working more than the number of hours allowed per Federal Regulations will be considered a violation of your F-1 student status.
- ❖ On campus employment is not permitted after completion of degree requirements unless the F-1 student has applied for and received employment authorizations.
- ❖ F-1 student employment questions should be directed to the International Student and Scholar Office (**visahelp@uah.edu**).
- ❖ Each semester the ISSO offers employment workshops that provide detail on employment eligibility for F-1 students.

J-1 Exchange Visitors

- ❖ **In order to be eligible for on-campus employment, students must be maintaining J-1 student status.**
- ❖ J-1 students must coordinate all work authorization through the Responsible Office of the sponsoring Exchange Visitor Program.

Processing New Hires

- ☒ All newly hired students must have a complete application including all necessary signatures. **Electronic signatures ARE acceptable.**
 - F-1 Visa students must have signatures from the International Student and Scholar Office, Human Resources and Payroll.
- ☒ Hiring departments must verify students' eligibility to be employed on campus.
 - If a student is being considered for employment, request a copy of the current schedule to verify enrollment.
 - Ensure that the student is currently in Academic Good Standing. Students on academic warning or probation are not eligible for student employment.
 - Upon registration each semester, students should submit a copy of their upcoming schedule.
 - If a student is not currently enrolled, but plans to enroll the following semester, request a copy of the schedule as soon as possible.
- ☒ All students must sign the Student Employment Offer Letter and the Drug-Free Statement; electronic signatures are acceptable. Retain a copy for your records and forward the original to Human Resources (email is acceptable).
- ☒ If a student has never worked on campus, they'll need to go to Human Resources to complete their I-9, then to payroll to complete their tax withholding documents and to provide bank routing information for direct deposit.
- ☒ Complete an ePAF.

*Students cannot begin working until all new hire documents have been processed by your department.

*Encourage students to use their permanent address on all forms.

*Students cannot work during their scheduled class times.



ePAFs

In an effort to streamline the PAF process and become more environmentally friendly, all student PAFs will be submitted electronically beginning spring semester 2012. If you have not received ePAF training, please contact Vonda Maclin in Human Resources at either (256) 824-2282 or via email at vonda.maclin@uah.edu.

ePAFs must be completed for all new hires, reappointments, promotions, salary adjustments, and terminations. For all new hires, promotions and reclassifications, please forward a copy of the new/updated job description to Career Development.

Some of the commonly used ePAF Action Codes are listed below:

Appointment (A)

Reappointment (B)

Reclassification/Increase (H)

Reclassification (G)

Termination (BB)

Career Development checks ePAFs on a daily basis in order to process your student in the most efficient manner.

Notes:

Payroll Information

Once ePAFs have been acknowledged by the Career Development Office and Human Resources has approved and applied the PAF, the student's information is then sent to the Payroll Office.

Payroll then sets up Web Time Entry for the student so they can enter their time via the web instead of completing a paper time sheet.

Remember: If a student is entering hours on Web Time Entry, they do not need to also submit a paper time sheet. The only time a paper time sheet is required is if corrections need to be made to the electronic submission. Paper time sheets will then supersede the electronic entry.

Please make sure that if your situation is such that you must submit a paper time sheet, it has been signed by both the student and the approver.

- If the supervisor's signature is missing, the department is notified and asked to send a copy with the signature. If the supervisor's signature is missing, the time sheet will be processed, but the check will be held in the payroll office until the time sheet is signed by the supervisor.
- If the student's signature is missing, the department is notified. The check will be held in the payroll office until the student comes by to sign the time sheet and picks up the check.
 - If this occurs, please remind the student to be prepared to show appropriate identification at the payroll office.

Once all signatures are verified, or the web time entry has been approved the student's hours are entered into the system.

- If no timesheet is received, the student will not get paid.
- If complete information is not received, the student will not get paid.

Students who do not participate in direct deposit cannot pick up paychecks until payday. They will be required to show a picture ID and sign for the check.

Manual Checks

If there was a mistake on the student's paycheck or if a late timesheet is turned in, the student's supervisor must send an email to Chih Loo requesting a manual check. The supervisor must also include a detailed explanation as to why a manual check has been requested.

Note: Manual checks are processed once a week. Students will have to show their ID when they pick up their check.

Reappointments

Students must be reappointed at the start of each new fiscal year. **Please make sure that you also verify the student's employment eligibility to work at that time.**

To continue a currently employed student into a new budget year:

- Create a new ePAF with Action Code B if no changes are made to the position or salary.
- If at the time of reappointment, the student will receive a merit increase, please use Action Code J.

Reclassifications

Students may be reclassified if they undergo significant increases in their responsibilities with regard to experience, skill, supervision level or work level.

Reclassifications are most likely to occur after a student has been employed for at least two semesters.

Steps for reclassification are as follows:

- Create a new or revised job description for the student. Submit one copy to Career Development and retain one copy for your records.
- Create a new ePAF with Action Code C for Promotion or Action Code G for Reclassification.

Supervisor Responsibilities

Supervisors play a very important role in helping shape young professionals. Often an on campus position will be a student's first job and the role of the supervisor becomes vital in helping the student develop skills that will benefit them as they begin co-ops, internships or degreed positions. A supervisor is more than an authority figure; a supervisor is also a mentor.

Here are just a few techniques to help you become a great supervisor:

- Provide clear direction and training to student employees.
- Set clear goals and expectations and provide these in writing to the student.
- Seek input from students.
- Encourage and guide students to make appropriate decisions and to think professionally.
- Always show appreciation for a job well done.
- Establish open communication with students.
- Hold student accountable for work hours and for appropriate notice requesting time off.
- Always offer students constructive feedback and encouragement.
- Inform students completely about their work environment such as dress requirements, how visitors should be greeted, the appropriate way to answer the phone, etc.
- Discuss working hours including any breaks or lunch times and set protocol early.
 - While there are no federal regulations regarding breaks, a good rule of thumb is for every 4 hours students work, they should be able to take a 10 minute paid break.
 - If students are scheduled to work 6 hours or more, allow at least a half hour for a meal. This is not a paid break.
- Alert the Career Development Office immediately should you have any problems resolving an issue with student workers.
- Complete a Supervisor Survey at the end of the semester. Career Development will provide you with a link to the survey every semester.
- Remember that you are a mentor and should be a model of ethical and professional behavior for students.

Praise and Discipline

Praise

Students should receive appropriate praise when they have accomplished difficult tasks or have taken on responsibility to accomplish a task outside of their normal work expectations. While some students need more praise than others, some students may be embarrassed to have attention drawn to them. In any case, letting a student know that you appreciate their dedication and talent is an essential element in how they feel about their job and for creating a positive working environment.

You can express your appreciation for a job well done in many ways, here are a couple to think about:

Write a note of appreciation. Remember to copy Career Development so we can see how well our students are performing!

Verbally compliment the student, but be aware of the student's comfort level with being praised publicly.

Discipline

This is probably the hardest part about supervising others. We all want our employees to be successful and happy in their jobs, but sometimes it is necessary to reinforce rules and expectations. When you find yourself in a position where disciplinary action is necessary, remember to point out what the student does well and then discuss the areas where improvement is needed. Always offer constructive advice and encouragement. However, there may be a time when a student commits an infraction that is grounds for immediate dismissal. Remember that student employment is at will and can be terminated at any time. Otherwise, we suggest following the University's guidelines for progressive discipline.

- First time: Speak privately with the student to reiterate your expectations, point out exactly where the student went wrong, then offer suggestions and guidance on ways to improve. Follow up with an email recapping your discussion.
- Second time: Provide a verbal warning to the student in private. Again, follow up your meeting with an email detailing your expectations. Establish a date to follow up and re-evaluate the student's performance.
- Third time: Provide a written document to the student laying out the problem areas and set forth a plan of action to address and correct these issues.
- Fourth time: Termination.

Performance Evaluations

At the end of each semester, the Career Development Office will provide supervisors with a link to a performance evaluation. Once complete, you may share this evaluation with your student workers. If you would like to discuss this with your students you should:

- Schedule a time to meet with the student to review your evaluation.
- Note the positives first – give praise where appropriate.
- Note any areas where improvement is needed.
 - Discuss the situation or occurrence that led to a poor evaluation.
 - Allow the student an opportunity to discuss the incident with you.
 - If the student is returning for the following semester
 - Ask the student for input on how to make improvements.
 - Together, implement a course of action to prevent this issue from occurring again in the future.
 - If the student is not returning, offer encouragement and guidance about making overall improvements in this area.

Notes:

Resources

Auburn University On Campus Student Supervisor Handbook

<http://hire.auburn.edu/SEH09.pdf>

“Careers and Workplace: Illegal Interview Questions.” *USA Today*.

<http://www.opm.gov/oca/worksch/html/lunch.htm>

King, Jacqueline. “Working Their Way Through College.” www.education.com

http://www.education.com/reference/article/Ref_Working_Their_Way/

Lederman, Doug. “The Impact of Student Employment.” *Inside Higher Ed*. June 8, 2009.

<http://www.insidehighered.com/news/2009/06/08/work>

University of Alabama Supervisor FAQ

<http://jobs.ua.edu/student-employment/pages/supervisor-faq.html#1>

U.S. Office of Personnel Management. <http://www.opm.gov/oca/worksch/html/lunch.htm>